

El Centro Comunal Latino is Seeking Applicants!

Position: Health Projects Coordinator

Term of Employment: August 2015- June 2016 Contract Year

Part Time: 25 hours/week maximum

Hourly wage: \$15.00

PRIMARY OBJECTIVE

The primary objective of the **Health Projects Coordinator** is to create a bridge between providers of health, social and community services and the underserved and often hard-to-reach Latino population within the community. The CCL Health Projects Coordinator provides outreach, education, referrals and follow-up to those who are at highest risk for poor health outcomes or who are in need of other support services.

DUTIES AND FUNCTIONS

Indiana Minority Health Coalition (IMHC)

- Serve as liaison between IMHC and El Centro, representing interests of one to the other
- Assist with planning and development of El Centro, its image and visibility
- Assist and support efforts to design and implement minority health programming
- Be fully in charge of implementing the IMHC work plan for 2015-2016 that promotes health priorities in the areas of Heart Disease, Obesity, and Mental Health.
- Document activities, do research, and collect data for planning and reporting purposes
- Maintain a working knowledge of health and related issues and of local and state health assets (help services) in order to serve as a resource to El Centro and to the community
- Organize programs and events to increase the level of information in the community, and where feasible, to improve access to health services such as the Interpreter Network
- Prepare reports and submit documentation to IMHC (and other granting agencies) as required of El Centro in satisfaction of contractual obligations
- Manage the day-to-day operations of El Centro, under the direct supervision of the El Centro Board President or designee
- Represent El Centro, as appropriate, in community meetings, in IMHC meetings and in other forums for purposes of education, outreach, collaboration, and problem solving
- Attend professional development webinars and health related trainings to continue to develop knowledge and skills
- Help develop publications and grant writing for IMHC

Direct Services

- Maintain office hours
- Maintain records (Example: expenditures, client intake, interpreter requests, program participants, evaluations, IMHC documentation, etc.)
- Information and Referral - Assist clients in navigating health and other related systems to ensure access to needed services for which they qualify
- Assist individuals in identifying and obtaining the necessary skills and resources to improve their health status, family functioning and self-sufficiency
- Oversee the terms of Memorandum of Understanding (MOUs), maintain current partnerships and develop new partnerships/MOUs to support El Centro's health programs

- Recruit and train volunteers for El Centro's tutoring program and coordinate that program
- Recruit, train and coordinate other volunteers as needed
- Stock office with relevant information (brochures, forms, etc.)

Interpreter Network Administrator

- Serve as the point of contact for patients/clients, agencies and interpreters
- Respond to requests and book appointments when needed
- Identify interpreters for requests
- Do follow-up with agencies, clients and interpreters (evaluation)
- Outreach and educate about the network
- Facilitate periodic meetings and provide minutes for such meetings

Programs

- Plan and implement programs, services and activities as designed/instructed by El Centro Board
- Coordinate the COPA Bloomington Soccer Tournament in the fall
- Plan and implement one health fair per year
- Provide basic health prevention education on a range of topics, i.e. heart disease, stroke, obesity, diabetes, mental health, etc.
- Carry out and/or coordinate basic health screenings
- Make regular visits to area restaurants, community centers, churches, neighborhoods, etc. to promote the services offered through El Centro Comunal Latino
- Produce Media Health Promotions for radio and newsletter
- Monitor, chart and evaluate all programs and fulfill reporting requirements for IMHC

Miscellaneous

- Will be required to travel to Indianapolis occasionally
- Work will occasionally happen on weekends and evenings
- Will support board with fundraising ideas
- Will attend monthly board meetings and prepare to report data on CCL's activities (i.e., how many people served, etc.)

QUALIFICATIONS:

Must have high school diploma or its equivalent, experience with the needs of Latinos, and understanding of community-based, health, and other related services available in Bloomington. Must be well-organized, and have strong communication (written and oral) and interpersonal skills plus computer skills and knowledge of web-based applications. Must be able to solve problems, exhibit cultural sensitivity, initiate activity, and demonstrate leadership. Spanish/English bilingual candidate preferred.

SEND RESUME:

Resumes, three reference contacts, and questions can be emailed to prizlopezm@gmail.com

DEADLINE:

Monday, July 6, 2015